

## **Orientation Leader Job Description 2021**

**General Information:** Orientation & Transition Experiences works to provide quality transitional experiences that maximize students' potential for personal and academic success. Orientation & Transition Experiences is responsible for planning and implementing the University's Orientation, Welcome Week, and Student Transition programs, which are an integral part of the college experience.

**Position Description:** Orientation Leaders are responsible for creating a welcoming and inclusive environment during New Student Orientation and Welcome Week. Both programs focus on providing a quality transitional experience for new students. Additionally, the Orientation Leaders work as a team to recruit, train and supervise a volunteer team of 350 Welcome Week Leaders. Historically, Orientation Leaders have worked as full-time, in person staff throughout the summer. For the summer of 2021, **this position will be a part-time, remote working opportunity in June/July with in person responsibilities for Welcome Week.**

\*For the summer of 2021 OTE will not be hiring Transfer Student Leaders and the Orientation Leader team will be working with both incoming Freshman and Transfer students. Therefore Transfer students are highly encouraged to apply to be 2021 Orientation Leaders.

**Reports to:** Evan Witt, Assistant Director of Student Leadership and Development  
Jason Castillo, Student Leadership Intern

**Compensation:** Orientation Leaders will be paid \$12.00 per hour during summer responsibilities starting June 1. Hours for this job will vary at certain times of the year. A full list of hours and commitments is included at the end of the job description.

**Remote Work Plan:** Due to COVID-19, this position will provide a remote working opportunity. Students will be expected to provide their own technology which includes a working microphone and video function to be able to participate in and host group meetings on Zoom. Alternate arrangements can be made pending the approval of the supervisor and technology support can be provided to fulfill job requirements. Contingent on the University of Minnesota's plan for campus events, there is potential for in person responsibilities during the Welcome Week program. Please see dates and details below.

**How to Apply:** To apply for this position go to [www.ote.umn.edu/ol](http://www.ote.umn.edu/ol) and complete an application. All applicants will also need to attend a required information session which is listed on the website. The deadline to apply is Wednesday, February 3rd at 8:59pm. After submitting an application, you will be invited to complete a first-round interview using FlipGrid. All instructions and questions will be provided directly to applicants. Final interviews will be conducted on Zoom from February 15-26 and offers will be made on March 3.

**Position Specific Responsibilities:**

- Register and complete OUE3311: *Leadership Development for University Student Leaders* which is a one-credit, B-Term training course meeting from 3:30pm-5:30pm on Wednesday between March 10 and April 28
- Supervise and train a group of 10-15 Welcome Week Leaders during the Spring Welcome Week Leader Conference on April 17th
- Complete summer training from June 1-June 4 approximately 9am-5pm daily
- Host daily *Transitioning to College* sessions for first-year students during Freshman Orientation
- Host daily *Transitioning to the U* sessions for Transfer students during Transfer Orientation
- Complete Welcome Week Training from August 23-26
- Supervise and Train a group of 10-15 Welcome Week Leaders for Welcome Week Leader Prep Weekend from August 27-August 31st and throughout the Welcome Week program from September 1-September 6
- Provide programmatic support to the Welcome Week Program

**Position Qualifications:**

- Cumulative GPA of 2.3 or higher to be maintained throughout employment and reviewed each semester
- Enrolled full time (13 credits) as a student through Fall 2021 semester
- Not enrolled in classes past 3:15pm on Wednesday nights during the Spring semester starting March 10th
- Not planning to study abroad before September 7, 2021 and will not graduate prior to December 2021
- Must reside in United States during term of employment
- Commitment to diversity, equity, and inclusion
- Demonstrated awareness of self and others
- Can positively receive and utilize constructive feedback
- Ability to think critically and be adaptable to situations
- Ability to work independently

**Preferred Position Qualifications:**

- Prior presentation experience
- Strong organizational, administrative, customer service, and leadership skills including the ability to effectively communicate
- Ability to work in a fast-paced environment while delivering high-quality work along a specific set of deadlines
- Ability to communicate effectively within a team and with supervisors
- Self-motivated and possesses a desire to work in a flexible team and focused atmosphere

**Timeline:**

*\*All dates, times, and responsibilities listed below are subject to change based on University's COVID response plan*

*January-April (2-4 hours/week)*

- Orientation Leader application available from January 20 through February 3
- Required information sessions available from January 22 through February 3
- FlipGrid interviews due on February 7
- Individual Zoom Interviews held from February 15-February 26
- Position offers made on March 3
- First OUE3311 class on March 10 from 3:30pm-5:30pm
- Weekly Wednesday classes for OUE3311 from March 10-April 28
- Welcome Week Leader Conference attendance required on April 24 (paid hourly)

*May-July (15-20 hours/week paid)*

- End of Semester Break from May 3-May 28
- Orientation Leader summer training from June 1-June 4 held from 9am-5pm daily
- Facilitate *Transitioning to College* sessions during Freshman Orientations from June 7-July 9 approximately 8:30am-12pm daily
- Facilitate *Transitioning to the U* sessions during Transfer Orientation from July 12-July 27 approximately 8:30am-12pm daily
- Vacation from July 28-August 19

*August-September (Varying hours, potential in-person based on program structure)*

*\*All dates, times, and responsibilities listed below are subject to change based on University's COVID response plan*

- Complete Welcome Week Training from August 20-21 and August 23-26 approximately 9am-5pm daily
- Facilitate *Transitioning to the U* sessions for Transfer Orientation dates on August 24, August 25, and September 1 approximately 8:30am-12pm daily
- Facilitate *Transitioning to College* sessions for Freshman Orientation dates on August 26, August 27, August 30, and August 31 approximately 8:30am-12pm daily
- Train Welcome Week Leaders during Prep Weekend from Friday August 27-Tuesday August 31. Training times are to be determined and may take place in person based on program structure decisions.
- Supervise Welcome Week Leaders and provide program support during Welcome Week from September 1-September 6 with varying schedules of at least 20 hours per week and upwards of 40+ hours. May take place in person based on program structure decisions.

**2021 Important Dates:**

*\*All dates, times, and responsibilities listed below are subject to change based on University's COVID response plan*

January 22, 25, 26, 28, 29 and February 1, 2, 3	OL Information Sessions
Wednesdays 3:30-5:30 pm, March 17-April 28	OUE3311 Classes
Sunday, March 14th	Virtual Orientation Leader Retreat
Saturday, April 17	WWL Conference
Monday May 3-Friday May 28	Break
Tuesday June 1-Friday June 4	OL Summer Training
Monday, June 7-Friday June 11	Week 1 Freshman Orientation
Monday, June 14-Friday June 18	Week 2 Freshman Orientation
Monday, June 21-Friday June 25	Week 3 Freshman Orientation
Monday, June 28-Friday July 2	Week 4 Freshman Orientation
Monday July 5	Vacation, No Programming
Tuesday July 6- Friday July 9	Week 5 Freshman Orientation
Saturday July 10	Transfer Orientation Training
Monday, July 12-Thursday, July 15	Week 1 Transfer Orientation
Monday, July 19-Thursday, July 22	Week 2 Transfer Orientation
Monday, July 26-Tuesday, July 27	Week 3 Transfer Orientation
Wednesday July 28-Thursday August 19	Vacation
Friday, August 20-Saturday, August 21	OL Welcome Week Training
Friday, August 20	Transfer Orientation Day
Tuesday, August 24-Wednesday, August 25	Transfer Orientation Days
Thursday, August 26-Friday, August 27	Freshman Orientation Days
Monday, August 23-Thursday, August 26	OL Welcome Week Training
Friday, August 27-Tuesday, August 31	WWL Prep Weekend
Monday, August 30	Freshman Orientation Day
Wednesday September 1-Monday, September 6	Welcome Week
Wednesday, September 1	Transfer Orientation
Wednesday September 1-Saturday, September 4	Welcome Week: Transfer Track